

Message Text

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ORIGIN SS-25

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DRAFTED BY S/S-S:RSHERMAN

APPROVED BY S/S:FORTIZ

S AADAMS

S/S-EX- WARREN LITTRELL

S/PRS- STEVE WAGENSEIL

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O 171917Z AUG 75 ZFF4

FM SECSTATE WASHDC

TO AMEMBASSY DAMASCUS NIACT IMMEDIATE

AMEMBASSY JIDDA NIACT IMMEDIATE

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EXDIS

E.O. 11652:N/A

TAGS: OVIP (KISSINGER, HENRY A.)

SUBJECT: SECRETARY'S VISIT - OVERALL REQUIREMENTS

SECRETARIAT REQUIREMENTS

1. THE PRIMARY S/S FUNCTION IS TO PROVIDE INFORMATIONAL SUPPORT FOR THE SECRETARY AND HIS STAFF, TO ACT AS A CLEARING HOUSE FOR THE SECRETARY'S CABLE TRAFFIC, SCHEDULING, BRIEFING MATERIALS, AND OTHER ACTIVITIES OF THE PARTY. ADDITIONAL INFO FOLLOWS IN ADMIN CABLE.
2. PERSONNEL: EXECUTIVE SECRETARIAT TEAM OF FSO RON WOODS AND SECRETARY ANDALIDUMS WILL ARRIVE ABOARD THE SECRETARY'S AIRCRAFT. NO S/S ADVANCE TEAM WILL PRECEDE THE PARTY'S ARRIVAL TO POST.

3. OFFICE SPACE: THE S/S TEAM WILL REQUIRE: OFFICE SPACE WITH TWO DESKS AND TWO TYPEWRITERS AS ON PAST VISITS.

ASSUME ARRANGEMENTS WILL BE IDENTICAL OR SIMILAR TO PREVIOUS VISITS. PLEASE ADVISE WHAT ARRANGEMENTS BEING

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MADE FOR S/S OPERATION.

4. SCHEDULING: PLEASE PROVIDE TO SECRETARY'S PARTY AT LEAST 36 HOURS BEFORE ARRIVAL FULL ITINERARY SHOWING MEETINGS AND MOVEMENTS DURING VISIT. ALSO PROVIDE DRAFT TEXT AND ANY PROPOSED OR EXPECTED PUBLIC REMARKS BY THE SECRETARY DURING THE VISIT. NOTE IN SCHEDULE

WHAT ARRANGEMENTS MADE FOR PRESS COVERAGE OF EVENTS.

5. MISCELLANEOUS: PLEASE FURNISH TO S/S PLANE TEAM UPON ARRIVAL DRAFT THANK YOU NOTES FROM SECRETARY TO APPROPRIATE GOVERNMENT OFFICIALS. THESE DRAFTS MUST INCLUDE EXACT AND CORRECT ADDRESSES, SALUTATIONS AND TITLES.

6. AS IN PAST, PLEASE PROVIDE NAME OF EMBASSY OFFICER WHO WILL SERVE AS LIAISON OFFICER WITH S/S PLANE TEAM. CABLE THIS INFO SOONEST.

7. SECRETARIES: POST SHOULD PROVIDE ONE TOP SECRET CLEARED EMBASSY SECRETARY FOR S/S SUPPORT THROUGHOUT PARTY'S VISIT.

8. COURIERS: POST SHOULD ARRANGE ADEQUATE NUMBER OF TOP SECRET CLEARED COURIERS TO CARRY TRAFFIC FROM COMMUNICATIONS TO S/S AND FROM S/S TO SECRETARY AS APPROPRIATE. EACH COURIER SHOULD BE ASSIGNED A BRIEF CASE TO CARRY TRAFFIC.

9. PRESS ARRANGEMENTS: ARRANGEMENTS FOR TRAVELING PRESS SHOULD BE IDENTICAL TO PREVIOUS VISITS. PLEASE MAKE ARRANGEMENTS FOR USE OF CREDIT CARDS FOR FILING PURPOSES AND PROVIDE FACT SHEET ON COMMERCIAL FLIGHTS FOR TRANSMITTING FILM TO U.S. DURING VISIT.

10. DEPARTMENT SPOKESMAN REQUIRES FULL-TIME ASSISTANCE OF ONE OFFICER, PREFERABLY INFO OFFICER, DURING ENTIRE STAY AT POST.

11. COMMUNICATIONS: TWO STANDARD COMMUNICATIONS CABLES GIVING SECRETARY'S REQUIREMENTS WILL BE FORWARDED TO YOU. LIMITED OFFICIAL USE

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THESE ARE SAME CABLES SENT TO POSTS AT WHICH SECRETARY WILL STAY FOR EXTENDED PERIODS AND THEREFORE SHOULD BE MODIFIED AT POST IN LIGHT OF ABBREVIATED VISIT.

12. TICKER SERVICE: ENGLISH LANGUAGE PRESS TICKER SERVICE NEEDED THROUGHOUT VISIT IF AVAILABLE. TEN PACKAGES OF MOST IMPORTANT TICKER ITEMS SHOULD BE DELIVERED TO S/S BEGINNING TWO HOURS BEFORE PARTY ARRIVAL.

ONE OR TWO SENTENCE SUMMARY TYPED ON 3 BY 5 NOTE SHOULD
BE ATTACHED TO FIRST PAGE OF EACH STORY ON ONE PACKAGE
ONLY. HOURLY DELIVERIES DESIRED AFTER ARRIVAL.

13. REMOVE EXDIS CAPTION UPON PUBLIC ANNOUNCEMENT OF
TRIP. SISCO

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To: DAMASCUS JIDDA
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